

**RSPCA PETERBOROUGH AND DISTRICT BRANCH**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

# RSPCA PETERBOROUGH AND DISTRICT BRANCH

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	D Clifford A Gilbert N Bedford C Randall D Doughty J Goddard C R Baker	(Appointed 13 July 2020)
<b>Charity number</b>	205155	
<b>Principal address</b>	3 Lovells Centre Blunts Lane Whittlesey Peterborough United Kingdom PE7 1AH	
<b>Independent examiner</b>	Tracey Richardson BSc (Hons) FCA Azets Ruthlyn House 90 Lincoln Road Peterborough Cambridgeshire United Kingdom PE1 2SP	
<b>Bankers</b>	Barclays Bank PLC 1 Church Street Peterborough United Kingdom PE1 1XE	

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# RSPCA PETERBOROUGH AND DISTRICT BRANCH

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# **RSPCA PETERBOROUGH AND DISTRICT BRANCH**

## **TRUSTEES' REPORT**

### ***FOR THE YEAR ENDED 31 DECEMBER 2020***

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The trustees present their report and financial statements for the year ended 31 December 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### **Objectives and activities**

The objectives of the Branch are to promote the work and objects of the National Society of the RSPCA within the Peterborough & District area. These objectives are to use all lawful means to prevent cruelty, promote kindness and alleviate the suffering of animals.

The main activity of the charity is the adoption and re-homing of animals.

The charity implements these objectives through the activities of the Block Fen Animal Centre, and a private boarding home. These establishments care for abandoned or mistreated animals and operate a re-homing programme. The shops in Market Deeping, Yaxley and Whittlesey provide vital income to fund this work.

The trustees confirm that they have taken account of the Charity Commission guidance on public benefit in determining the activities of the charity.

Volunteers provide invaluable support to the work of the Branch, at both RSPCA shops and at Block Fen.

#### **Achievements and performance**

With the aid of government grants the charity has been able to maintain funding and continue its activities during what has been an extremely difficult year. These activities include 40 dogs, 41 cats, 11 rabbits and 2 small furies being taken in and cared for in 2020.

The charity was unable to hold an AGM during 2020 due to the pandemic. The pre-existing trustees continued to run the Branch during the year, with the exception of Sandra Barnes and Dereck Barnes who resigned in March 2020. One additional trustee was co-opted during the year.

The trustees who are now running the Branch are:

Nigel Bedford - Chairperson

Jacqui Goddard - Treasurer

Danni Doughty - Secretary

Colin Randall - Home Visiting Co-ordinator

David Clifford

Anne Gilbert

Claire Baker

#### **Financial review**

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

# RSPCA PETERBOROUGH AND DISTRICT BRANCH

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2020**

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### **Structure, governance and management**

The charity, although independent, was registered as a charity in March 1962 and is governed by the RSPCA branch rules (effective 1 January 2003).

The trustees who served during the year and up to the date of signature of the financial statements were:

D Clifford

S Barnes

(Resigned 31 March 2020)

A Gilbert

N Bedford

C Randall

D Barnes

(Resigned 31 March 2020)

D Doughty

J Goddard

C R Baker

(Appointed 13 July 2020)

The charity is managed by a committee of trustees.

The trustees' report was approved by the Board of Trustees.

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**N Bedford**

Chairman

Dated: .....

# **RSPCA PETERBOROUGH AND DISTRICT BRANCH**

## **INDEPENDENT EXAMINER'S REPORT**

### **TO THE TRUSTEES OF RSPCA PETERBOROUGH AND DISTRICT BRANCH**

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I report to the trustees on my examination of the financial statements of RSPCA Peterborough and District Branch (the charity) for the year ended 31 December 2020.

#### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Tracey Richardson BSc (Hons) FCA

Ruthlyn House  
90 Lincoln Road  
Peterborough  
Cambridgeshire  
PE1 2SP  
United Kingdom

Dated: .....

# RSPCA PETERBOROUGH AND DISTRICT BRANCH

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £
<b>Income from:</b>					
Donations and legacies	3	78,278	2,500	80,778	35,157
Income from charitable activities	4	3,417	-	3,417	8,887
Other trading activities	5	109,375	-	109,375	181,305
Investments	6	4,628	-	4,628	1,237
<b>Total income</b>		195,698	2,500	198,198	226,586
<b>Expenditure on:</b>					
Expenditure on raising funds	7	140,991	-	140,991	176,289
Expenditure on charitable activities	8	32,402	2,150	34,552	36,335
<b>Total resources expended</b>		173,393	2,150	175,543	212,624
<b>Net income for the year/ Net movement in funds</b>		22,305	350	22,655	13,962
Fund balances at 1 January 2020		262,912	-	262,912	248,950
<b>Fund balances at 31 December 2020</b>		285,217	350	285,567	262,912

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

# RSPCA PETERBOROUGH AND DISTRICT BRANCH

## BALANCE SHEET

AS AT 31 DECEMBER 2020

	Notes	2020 £	£	2019 £	£
<b>Fixed assets</b>					
Tangible assets	12		5,176		11,742
<b>Current assets</b>					
Stocks	14	-		109	
Debtors	15	4,103		4,155	
Investments		78,657		77,570	
Cash at bank and in hand		202,172		172,584	
		<u>284,932</u>		<u>254,418</u>	
<b>Creditors: amounts falling due within one year</b>	16	(4,541)		(3,248)	
Net current assets			280,391		251,170
<b>Total assets less current liabilities</b>			<u>285,567</u>		<u>262,912</u>
<b>Income funds</b>					
Restricted funds	17		350		-
Unrestricted funds			285,217		262,912
			<u>285,567</u>		<u>262,912</u>

The accounts were approved by the Trustees on .....

.....  
N Bedford  
Trustee



# RSPCA PETERBOROUGH AND DISTRICT BRANCH

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 DECEMBER 2020**

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### **1 Accounting policies**

#### **Charity information**

RSPCA Peterborough and District Branch is a charity registered in March 1962 and is governed by the RSPCA branch rules (effective 1 January 2003).

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future, which includes an assessment of the impact of COVID-19 on the organisation's activities. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### **1.4 Incoming resources**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

#### **1.5 Resources expended**

Expenditure is included on an accruals basis.

Support costs and governance costs comprise costs for the running of the charity itself as an organisation.

# RSPCA PETERBOROUGH AND DISTRICT BRANCH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2020**

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### **1 Accounting policies**

**(Continued)**

#### **1.6 Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	25% p.a. straight line
Motor vehicles	25% p.a. straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### **1.7 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### **1.8 Stocks**

Stocks are stated at the lower of cost and net realisable value.

#### **1.9 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### **1.10 Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

# RSPCA PETERBOROUGH AND DISTRICT BRANCH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

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### 1 Accounting policies

(Continued)

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### **1.11 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# RSPCA PETERBOROUGH AND DISTRICT BRANCH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 3 Donations and legacies

	2020 £	2020 £	2020 £	2019 £
Donations and gifts	14,576	-	14,576	8,528
Grants receivable for core activities	63,702	2,500	66,202	26,629
	<u>78,278</u>	<u>2,500</u>	<u>80,778</u>	<u>35,157</u>
<b>Grants receivable for core activities</b>				
Door to door funding	25,173	-	25,173	26,629
Coronavirus local council grant	30,000	-	30,000	-
Coronavirus job retention scheme grant	8,529	-	8,529	-
BGL Group	-	2,500	2,500	-
	<u>63,702</u>	<u>2,500</u>	<u>66,202</u>	<u>26,629</u>

### 4 Income from charitable activities

	Adoption Commission and re- homing of animals £	Commission received on sales of pet insurance £	Total 2020 £	Total 2019 £
Income from charitable activities	<u>3,387</u>	<u>30</u>	<u>3,417</u>	<u>8,887</u>
<b>For the year ended 31 December 2019</b>	<u>8,776</u>	<u>111</u>		<u>8,887</u>

### 5 Other trading activities

	Unrestricted funds 2020 £	Unrestricted funds 2019 £
Fundraising events	17	870
Shop income	<u>109,358</u>	<u>180,435</u>
Other trading activities	<u>109,375</u>	<u>181,305</u>

# RSPCA PETERBOROUGH AND DISTRICT BRANCH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 6 Investments

	Unrestricted funds	Unrestricted funds
	2020 £	2019 £
Interest receivable	4,628	1,237

### 7 Expenditure on raising funds

	2020 £	2019 £
<u>Fundraising trading</u>		
Operating charity shops	52,033	60,852
Staff costs	85,886	112,365
Depreciation	3,072	3,072
Fundraising trading	140,991	176,289

# RSPCA PETERBOROUGH AND DISTRICT BRANCH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 8 Expenditure on charitable activities

	Adoptions and re- homing 2020 £	Adoptions and re- homing 2019 £
Depreciation and impairment	3,494	3,495
Vet and kennel fees	19,761	19,045
Printing, postage and stationery	571	1,251
Telephone	2,372	2,781
Travelling expenses	1,142	1,061
Motor expenses	1,462	1,890
Advertising	120	197
Repairs and renewals	1,206	2,315
	<u>30,128</u>	<u>32,035</u>
Share of governance costs (see note 9)	4,424	4,300
	<u>34,552</u>	<u>36,335</u>
<b>Analysis by fund</b>		
Unrestricted funds	32,402	36,335
Restricted funds	2,150	-
	<u>34,552</u>	<u>36,335</u>

### 9 Support and governance costs

	Governance costs £	2020 £	2019 £
Accountancy	1,000	1,000	1,000
Bookkeeping	1,950	1,950	1,800
Branch contribution	360	360	270
Legal and professional fees	-	-	1,230
Payroll fees	1,114	1,114	-
	<u>4,424</u>	<u>4,424</u>	<u>4,300</u>

### 10 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, expenses reimbursed to trustees for expenditure made on the charity's behalf was £587 (2019 - none).

# RSPCA PETERBOROUGH AND DISTRICT BRANCH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 11 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
Branch manager	-	1
Shop operations manager	1	1
Shop managers	2	2
Deputy shop managers	4	2
Shop assistants	-	3
	<u>7</u>	<u>9</u>

#### Employment costs

	2020 £	2019 £
Wages and salaries	<u>85,886</u>	<u>112,365</u>

There were no employees whose annual remuneration was £60,000 or more.

### 12 Tangible fixed assets

	Fixtures, fittings & equipment £	Motor vehicles £	Total £
<b>Cost</b>			
At 1 January 2020	<u>41,959</u>	<u>13,978</u>	<u>55,937</u>
At 31 December 2020	<u>41,959</u>	<u>13,978</u>	<u>55,937</u>
<b>Depreciation and impairment</b>			
At 1 January 2020	<u>33,711</u>	<u>10,484</u>	<u>44,195</u>
Depreciation charged in the year	<u>3,072</u>	<u>3,494</u>	<u>6,566</u>
At 31 December 2020	<u>36,783</u>	<u>13,978</u>	<u>50,761</u>
<b>Carrying amount</b>			
At 31 December 2020	<u>5,176</u>	<u>-</u>	<u>5,176</u>
At 31 December 2019	<u>8,248</u>	<u>3,494</u>	<u>11,742</u>

# RSPCA PETERBOROUGH AND DISTRICT BRANCH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 13 Financial instruments

	2020 £	2019 £
<b>Carrying amount of financial assets</b>		
Other debtors	3,866	3,881
Bank and cash	202,172	172,584
Current asset investments	78,657	77,570
	<u>284,695</u>	<u>254,035</u>
<b>Carrying amount of financial liabilities</b>		
Accruals and deferred income	3,799	3,248
	<u>3,799</u>	<u>3,248</u>

### 14 Stocks

	2020 £	2019 £
Goods for resale	-	109
	<u>-</u>	<u>109</u>

### 15 Debtors

	2020 £	2019 £
<b>Amounts falling due within one year:</b>		
Other debtors	3,866	3,881
Prepayments and accrued income	237	274
	<u>4,103</u>	<u>4,155</u>

### 16 Creditors: amounts falling due within one year

	2020 £	2019 £
Other creditors	742	-
Accruals and deferred income	3,799	3,248
	<u>4,541</u>	<u>3,248</u>



# RSPCA PETERBOROUGH AND DISTRICT BRANCH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

#### 17 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds		Movement in funds		
	Incoming resources	Balance at 1 January 2020	Incoming resources	Resources expended	Balance at 31 December 2020
	£	£	£	£	£
BGL grant	-	-	2,500	(2,150)	350
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

The grant received from BGL Group is to assist people who are in receipt of means tested benefits (especially but not limited to people who are homeless or who have lost their jobs as a result of the Covid 19 pandemic) with unexpected and non routine veterinary bills for their pet animals or, where necessary, accepting their pet animals for rehoming.

#### 18 Analysis of net assets between funds

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £
Fund balances at 31 December 2020 are represented by:				
Tangible assets	4,826	350	5,176	11,742
Current assets/(liabilities)	280,391	-	280,391	251,170
	<u>285,217</u>	<u>350</u>	<u>285,567</u>	<u>262,912</u>

#### 19 Related party transactions

During the year payments of £12,138 (2019 - £12,861) for animal boarding fees at commercial rates were made to Acorn Lodge Luxury Boarding Kennels & Cattery Ltd, a company in which one of the Trustees, Nigel Bedford, has an interest. Official sanction has been received for these payments. At the year end £1,359 (2019 - £931) was outstanding and is included in creditors.

#### Remuneration of key management personnel

The remuneration of key management personnel, is as follows.

	2020 £	2019 £
Aggregate compensation	<u>5,783</u>	<u>22,816</u>

# RSPCA PETERBOROUGH AND DISTRICT BRANCH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2020**

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### **20 Operating lease commitments**

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Within one year	22,359	32,052
Between two and five years	54,375	37,776
In over five years	-	10,875
	<hr/>	<hr/>
	<b>76,734</b>	<b>80,703</b>
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### **21 Control**

No one individual controls the charity.